

### **WILDLIFE LAW ENFORCEMENT MANAGER**

**DEFINITION:** Under general direction, performs managerial work of considerable difficulty in planning, developing and coordinating the Navajo Nation's wildlife law enforcement program; the overall program is engaged in the protection and conservation of wildlife resources that are under the control and jurisdiction of the Navajo Nation; the incumbent of this position is solely responsible for the enforcement of Navajo Nation and federal wildlife laws and regulations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

#### **TASKS:**

Plans, develops and manages fish and wildlife law enforcement activities; develops and implements policies, standard operating procedures and guidelines for improving and strengthening the program's services; develops internal control mechanisms to maintain law enforcement accountability; plans, develops and coordinates the use of diverse federal laws and regulations governing game, fish and various recreational sporting activities, such as boating, fishing, hunting and trapping; provides for the enforcement of wildlife statutes, rules and regulations; ensures compliance with tribal, state and federal policies, procedures, rules and regulations.

In coordination with legal representatives compiles, edits and prepares laws, rules and regulations for publication; instructs officials on the intent of laws, rules and revisions; consolidates recommendations from field personnel, other governmental agencies, organized civic groups and private citizens; analyzes problems and drafts proposed amendments and new legislation to supplement existing statutes and presents recommendations to Nation officials and appropriate legislative bodies; develops and negotiates grant proposals and resolutions; oversees program performance to ensure compliance with contract/grant requirements; prepares required reports; conducts performance appraisals; ensures that personnel maintain minimum training requirements.

Instructs enforcement personnel in proper law enforcement techniques and procedures; directs or conducts investigations of violations of Navajo Nation and federal fish and wildlife laws and regulations which involves the full range of law enforcement activities and prepares appropriate recommendations for corrective action; directs and/or participates in field operations, patrol and responds to alleged violations; makes arrests; prepares incident reports; directs and/or oversees collection of evidence, witness identification and statements; testifies in both civil and criminal cases in tribal and federal courts; provides and coordinates emergency assistance due to mud, snow and other types of emergencies.

Plans and develops information and education programs for the general public; plans, develops and directs the communications network; trains enforcement personnel to promote public awareness and operation game theft and enforce compliance with safe hunting practices; oversees hunter education program; serves as Chief Instructor for the Nation; represents the department in law enforcement conferences and meetings; solicits restitution in federal and tribal cases; reviews and amends restitution award payment policies and procedures; established and maintains working relationships with other governmental agencies and other enforcement agencies and personnel.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles and practices of wildlife management.

Knowledge of Navajo Nation, state and federal laws, rules and regulations governing wildlife law enforcement and protection.

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Knowledge of investigative procedures and techniques.

Knowledge of court processed and legal terminology.

Knowledge of principles and practices of management, administration, supervision, budgeting, recordkeeping and records management.

Knowledge of department policies, procedures, objectives, rules, regulations and laws.

Knowledge of the Navajo culture, tradition and practices.

Skill in dealing effectively with the general public, law violators, other law enforcement agencies, attorneys, judges, interest groups and organizations.

Skill in the use of firearms.

Skill and ability to prepare and present regular and special reports.

Skill in presenting ideas and research data for laws or rule changes before legislative bodies.

Skill in communicating effectively in oral and written form.

Skill in establishing cooperative work relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires the ability to perform law enforcement related, potentially strenuous and dangerous work involving arrests and apprehension of suspects, and in performing various emergency and non-emergency duties. Work is performed both indoors and outdoors with potential exposure to a variety of weather conditions.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Wildlife Management/Science or other Natural Resources discipline or Criminal Justice; and four (4) years of natural resource law enforcement experience or other law enforcement field experience, one (1) year of which must have been in a supervisory capacity.

#### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Wildlife Management/Science or other Natural Resources discipline or Criminal Justice.
- Five (5) year experience in natural resource law enforcement or other law enforcement field experience.
- Three (3) years supervisory law enforcement experience.

#### **SPECIAL REQUIREMENTS:**

- Possess an approved Basic Law Enforcement Training Certificate.
- Possess a valid state driver's license,
- A favorable background investigation.
- No domestic violence or felony convictions and no misdemeanor convictions within the past year.

#### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Must successfully complete a Supervisory Law Enforcement Training course from a Federal Law Enforcement Training Center within one (1) year of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.